

MENU BAR

The Menu Bar (displayed below) is used to perform different tasks in Excel. When a command on the Menu Bar is chosen, a submenu will appear with additional commands. In the Excel submenus, only the commands used most frequently are displayed. When a command is displayed in gray, it means that the option is not available for the current selection. Clicking the arrow at the end of the list can access the rest of the commands for a particular menu option. Many of the operations performed using the Menu options may also be performed by clicking on the Toolbar buttons.

File Edit View Insert Format Tools Data Window Help

Command	Definition
File	This option is used to perform such operations as Open, Close, Save, SaveAs, SaveAs Web Page, Page Setup, Print, and Print Preview. It is also used for sending documents for review, for routing documents, and for sending e-mails. It also lists the last four documents that were created or opened in Word.
Edit	The Edit option is used to perform such operations as Undo, Repeat, Cut, Copy, Paste, Select All, Find, and Replace.
View	Use this option to change the view of the document. It is also used to display Toolbars, Headers and Footers, or Comments in a document.
Insert	This option provides access to dialog boxes that are used to insert Pictures, Files, Text Boxes, Hyperlinks, and Comments. It is also, used to insert Page Breaks in the document.
Format	This option is used to format items such as Fonts, Paragraphs, Bullets and Numbering, Borders and Shading, Styles, Columns, and Tabs. It may also be used to change Text Direction and to Change the case (UPPERCASE, lowercase, Sentence case, or Title Case) of text. It can be used to open the Format dialog box when an object, ClipArt, or WordArt has been inserted in a document.
Tools	This option is used to set up Mail Merges, to create Envelopes and Labels, to set up the options for AutoCorrect, AutoFormat, and AutoText entries. The Tools, Options dialog box allows the Word program to be set up to meet particular needs. It is also possible to Customize toolbars from this menu option.
Data	This is the option that is used to sort and filter data, plus other operations.
Window	This option is used to display more than one Window at a time. It also lists the documents that are currently open in the Excel Window.
Help	The Help menu option provides helpful information about the Word program.